

STANWAY PARISH COUNCIL — DRAFT ANNUAL ACCOUNTS 2021–22.

The financial reports on the following pages represent the unaudited accounts for Stanway Parish Council for the 12 months period ending 31 March 2022.

1. Balance Sheet.
2. Income & Expenditure Account.
3. Summary of Receipts and Payments.
4. Payments more than £500 (excluding salaries, National Insurance, PAYE and pension contributions).
5. Annual Return.
6. Bank Reconciliation.
7. 'Reconciliation between Box 7 and Box 8'.
8. Summary of VAT position.

Stanway Parish Council

BALANCE SHEET

31/03/2022

<i>(Last) Year Ended</i> 31 Mar 2021		<i>(Current) Year Ended</i> 31 Mar 2022
£	CURRENT ASSETS	£
	Stocks and stores	
	Work in progress	
	Debtors (Net of provision for doubtful debts)	
	Prepayments	
16,154.48	VAT Recoverable	17,921.63
179,045.53	Temporary lendings (investments)	
	Cash in hand	214,525.22
195,200.01	TOTAL ASSETS	232,446.85
	CURRENT LIABILITIES	
	Creditors	
<u>195,200.01</u>	NET ASSETS	<u>232,446.85</u>
	Represented by:	
55,850.01	General fund Balance	93,096.85
	Reserves:	
	Capital	
139,350.00	Earmarked	139,350.00
	Adjustments	
<u>195,200.01</u>		<u>232,446.85</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2022

Signed _____
Responsible Financial Officer

Date _____

Stanway Parish Council
Income & Expenditure Account
01/04/2021 to 31/03/2022

(Last) Year Ended
31 Mar 2021

(Current) Year Ended
31 Mar 2022

Income

J - Comm Assets - Burial Gds	5,230.00
A - General Income	290,246.01
E - Admin - Other	3,298.33
N - Comm Services - Events	281.20
	<u>£299,055.54</u>

Expense

B - Admin - Personnel	125,647.72
D - Admin - Audit & Accounting	1,948.00
H - Comm Assets - Streets	18,010.06
C - Admin - Office/IT	8,853.92
J - Comm Assets - Burial Gds	13,888.33
E - Admin - Other	7,252.97
I - Comm Assets - Halls	3,821.53
L - Comm Services - Grants	4,400.86
M - Loans	22,586.00
G - Comm Assets - Grounds	51,443.09
N - Comm Services - Events	3,146.22
O - Comm Services - Services	810.00
	<u>£261,808.70</u>

General Fund

46,327.87	Balance at 01 Apr 2021	55,850.01
280,226.06	ADD Total Income	299,055.54
326,553.93		354,905.55
208,603.92	DEDUCT Total Expenditure	261,808.70
117,950.01		93,096.85
62,100.00	DEDUCT Reserves Balance	
<u>£55,850.01</u>	Balance at 31 Mar 2022	<u>£93,096.85</u>

Reserves:

Earmarked Reserve Balance £139350.00

Stanway Parish Council
Summary of Income & Expenditure 2021-2022
All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

A - General Income

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	270,146.00	270,146.00					(0%)
2	Wayleaves	1.00		-1.00				-1.00 (-100%)
3	CBC Grants - General	500.00	2,500.00	2,000.00				2,000.00 (400%)
4	CBC Grants - CIL, s106, etc..							(N/A)
5	Other Grants		12,600.00	12,600.00				12,600.00 (N/A)
6	Interest Income	125.00	202.51	77.51				77.51 (62%)
7	LCTS Grant	4,759.00	4,760.00	1.00				1.00 (0%)
77	Miscellaneous		37.50	37.50				37.50 (N/A)
85	VAT Refund							(N/A)
SUB TOTAL		275,531.00	290,246.01	14,715.01				14,715.01 (N/A)

B - Admin - Personnel

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Salaries, PAYE & NI (all)				82,500.00	91,982.47	-9,482.47	-9,482.47 (-11%)
10	Home working allowance				864.00	864.00		(0%)
11	Pension contributions (total)				24,850.00	27,039.89	-2,189.89	-2,189.89 (-8%)
12	Payroll Services				500.00	311.00	189.00	189.00 (37%)
13	Training - All				5,000.00	3,274.50	1,725.50	1,725.50 (34%)
14	Travel expenses				1,000.00	453.86	546.14	546.14 (54%)
15	Stationery - Councillors				325.00		325.00	325.00 (100%)
75	Chairman's Allowance				200.00	165.00	35.00	35.00 (17%)
82	Staffing Reserve				9,000.00	1,557.00	7,443.00	7,443.00 (82%)
SUB TOTAL					124,239.00	125,647.72	-1,408.72	-1,408.72 (82%)

C - Admin - Office/IT

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Postage				200.00	79.44	120.56	120.56 (60%)
17	Office supplies				900.00	952.88	-52.88	-52.88 (-5%)
18	Printer maintenance				1,200.00	1,326.75	-126.75	-126.75 (-10%)
19	Councillor IT Support				1,200.00	990.00	210.00	210.00 (17%)
20	Phone/Broadband charges				2,300.00	2,179.39	120.61	120.61 (5%)
21	Website Maintenance				800.00	425.00	375.00	375.00 (46%)
22	Office IT Support				1,750.00	1,975.30	-225.30	-225.30 (-12%)
23	IT/PA System Reserve				1,000.00	747.16	252.84	252.84 (25%)
78	Room Hire				250.00	178.00	72.00	72.00 (28%)
SUB TOTAL					9,600.00	8,853.92	746.08	746.08 (60%)

D - Admin - Audit & Accountin

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Internal Audit Fees				1,450.00	700.00	750.00	750.00 (51%)
25	External Audit Fees				600.00	600.00		(0%)
26	Accounting software fees				648.00	648.00		(0%)

Stanway Parish Council
Summary of Income & Expenditure 2021-2022
All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

SUB TOTAL					2,698.00	1,948.00	750.00	750.00 (51%)
E - Admin - Other								
		Income			Expenditure			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Insurance		3,298.33	3,298.33	2,275.00	2,344.61	-69.61	3,228.72 (141%)
37	Annual Subscriptions				2,275.00	2,118.34	156.66	156.66 (6%)
38	Bank charges				250.00	222.70	27.30	27.30 (10%)
39	Election Reserve				500.00		500.00	500.00 (100%)
40	Legal Fees Reserve				8,550.00	1,580.00	6,970.00	6,970.00 (81%)
41	Other specialist fees				500.00	520.05	-20.05	-20.05 (-4%)
74	Sundry items				154.00	120.68	33.32	33.32 (21%)
92	Risk Management				400.00	346.59	53.41	53.41 (13%)
SUB TOTAL			3,298.33	3,298.33	14,904.00	7,252.97	7,651.03	10,949.36 (81%)
F - Planning								
		Income			Expenditure			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
76	Planning fees reserve							(N/A)
SUB TOTAL								(N/A)
G - Comm Assets - Grounds								
		Income			Expenditure			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	General repairs				750.00	258.01	491.99	491.99 (65%)
28	Car Park repairs				12,000.00		12,000.00	12,000.00 (100%)
29	Play equipment Reserve				43,000.00	670.50	42,329.50	42,329.50 (98%)
30	Play area signs				1,000.00	890.00	110.00	110.00 (11%)
31	Grounds maintenance				10,750.00	12,514.34	-1,764.34	-1,764.34 (-16%)
32	Play area bark				1,000.00	206.25	793.75	793.75 (79%)
33	Tree maintenance				5,000.00	5,540.00	-540.00	-540.00 (-10%)
34	Youth Pod / Outdoor Gym				21,000.00	20,893.15	106.85	106.85 (0%)
35	Play area benches/bins				500.00	413.00	87.00	87.00 (17%)
42	Pest control				500.00	445.00	55.00	55.00 (11%)
52	MW Consumables				2,250.00	2,469.60	-219.60	-219.60 (-9%)
90	Safety Inspections				500.00	247.49	252.51	252.51 (50%)
94	Vehicle lease				950.00	838.80	111.20	111.20 (11%)
95	Workshop/store				5,000.00	6,056.95	-1,056.95	-1,056.95 (-21%)
SUB TOTAL					104,200.00	51,443.09	52,756.91	52,756.91 (98%)
H - Comm Assets - Streets								
		Income			Expenditure			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Bus Shelters - Maintenance				5,700.00	5,670.00	30.00	30.00 (0%)
49	Notice Board Reserve				450.00	414.92	35.08	35.08 (7%)
50	Street Light Costs				5,300.00	5,731.80	-431.80	-431.80 (-8%)
51	Street Light Reserve				2,000.00	1,066.27	933.73	933.73 (46%)
81	Street signs etc				300.00	160.00	140.00	140.00 (46%)

Stanway Parish Council
Summary of Income & Expenditure 2021-2022
All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

84 Street lighting electricity	5,000.00	4,967.07	32.93	32.93 (0%)
96 Footpath Reserve	1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL	20,250.00	18,010.06	2,239.94	2,239.94 (-8%)

I - Comm Assets - Halls

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	Architectural and other fees				1,500.00	1,500.00		(0%)
88	Contingency Reserve				2,500.00	2,321.53	178.47	178.47 (7%)
SUB TOTAL					4,000.00	3,821.53	178.47	178.47 (7%)

J - Comm Assets - Burial Gds

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Burial Ground Income	4,000.00	4,800.00	800.00				800.00 (20%)
56	Tree sponsorship	10.00	430.00	420.00				420.00 (4200%)
57	BG Maintenance				1,500.00	1,068.33	431.67	431.67 (28%)
58	BG Reserve				13,000.00	12,820.00	180.00	180.00 (1%)
SUB TOTAL		4,010.00	5,230.00	1,220.00	14,500.00	13,888.33	611.67	1,831.67 (4200%)

L - Comm Services - Grants

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	s137/1972				7,850.00	1,850.86	5,999.14	5,999.14 (76%)
71	s106 expenditure							(N/A)
72	Other grants							(N/A)
73	CIL Grant expenditure							(N/A)
93	s19 (3) MPA 1976				1,650.00	2,550.00	-900.00	-900.00 (-54%)
SUB TOTAL					9,500.00	4,400.86	5,099.14	5,099.14 (N/A)

M - Loans

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Capital repayments				16,000.00	16,000.00		(0%)
80	Interest payments				6,800.00	6,586.00	214.00	214.00 (3%)
SUB TOTAL					22,800.00	22,586.00	214.00	214.00 (3%)

N - Comm Services - Events

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	CE Income	500.00	281.20	-218.80				-218.80 (-43%)
54	CE Expenditure				4,500.00	3,146.22	1,353.78	1,353.78 (30%)
SUB TOTAL		500.00	281.20	-218.80	4,500.00	3,146.22	1,353.78	1,134.98 (-43%)

Stanway Parish Council
Summary of Income & Expenditure 2021-2022
All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

O - Comm Services - Services

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Community Safety Reserve				1,000.00	810.00	190.00	190.00 (19%)
SUB TOTAL					1,000.00	810.00	190.00	190.00 (19%)
Restated								(N/A)
NET TOTAL		280,041.00	299,055.54	19,014.54	332,191.00	261,808.70	70,382.30	89,396.84 (14%)
V.A.T.			16,145.64			17,912.79		
GROSS TOTAL			315,201.18			279,721.49		

Stanway Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
20	Annual Subscriptions	11/04/2021		1. Unity Trust Bank		Annual Subscription	EALC	X	1,258.22		1,258.22
21	BG Maintenance	11/04/2021		1. Unity Trust Bank		BG Mower & strimmer	Ernest Doe & Sons Ltd	S	708.33	141.67	850.00
24	Workshop/store	11/04/2021		1. Unity Trust Bank		Electrical installation	R L Lissimore	S	2,629.00	525.80	3,154.80
42	Grounds maintenance	28/04/2021		1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
66	Grounds maintenance	10/05/2021		1. Unity Trust Bank		Signage	SignAce	S	1,990.00	398.00	2,388.00
68	CE Expenditure	10/05/2021		1. Unity Trust Bank		Stanway Guides	Green Square Comms	Z	950.00		950.00
72	Grounds maintenance	25/05/2021		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	500.00		500.00
73	Insurance	25/05/2021		1. Unity Trust Bank		Insurance	Came & Co	X	2,256.53		2,256.53
76	Architectural and other fees	25/05/2021	CA April	1. Unity Trust Bank		Building survey	Derrick Wade Waters	S	1,500.00	300.00	1,800.00
90	Grounds maintenance	07/06/2021		1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
107	Tree maintenance	07/06/2021		1. Unity Trust Bank		Tree Maintenance	TWH Tree Services Limited	X	670.00		670.00
112	Capital repayments	04/07/2021		2. Barclays Main C/A	Direct Debit	Loan repayment	PWLB	X	8,000.00		8,000.00
113	Interest payments	04/07/2021		2. Barclays Main C/A	Direct Debit	Loan interest	PWLB	X	3,382.00		3,382.00
144	BG Reserve	08/07/2021		1. Unity Trust Bank		BG Memorial Wall	Cook & Philips	S	2,520.00	504.00	3,024.00
151	Youth Pod / Outdoor Gym	08/07/2021		1. Unity Trust Bank	300021	Outdoor Gym equipment	Caloo Ltd.	S	20,833.33	4,166.67	25,000.00
156	Contingency Reserve	08/07/2021		1. Unity Trust Bank		VH - WiFi Network	Saint IT Ltd	S	2,271.53	454.30	2,725.83
157	Internal Audit Fees	08/07/2021		1. Unity Trust Bank	300022	Audit fees	G Musset	X	700.00		700.00
158	Street Light Reserve	08/07/2021		1. Unity Trust Bank		Streetlight replacement	Colchester Borough Homes	S	1,066.27	213.25	1,279.52
170	Grounds maintenance	20/07/2021		1. Unity Trust Bank	Direct Debit	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
171	s19 (3) MPA 1976	20/07/2021		1. Unity Trust Bank		Fitness sessions	Our Parks Ltd	S	825.00	165.00	990.00
192	Play area signs	09/08/2021		1. Unity Trust Bank		Signage	SignAce	S	890.00	178.00	1,068.00
202	BG Reserve	09/08/2021		1. Unity Trust Bank		BG Memorial Wall	Cook & Philips	S	10,080.00	2,016.00	12,096.00
206	Grounds maintenance	23/08/2021		1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
237	Street lighting electricity	07/09/2021		1. Unity Trust Bank		Street Lighting electricity	Colchester BC	S	1,236.70	247.34	1,484.04
243	Grounds maintenance	05/10/2021		1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
248	Grounds maintenance	11/10/2021		1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
269	Training - All	11/10/2021		1. Unity Trust Bank		Councillor/staff training	EALC	S	575.00	115.00	690.00
273	MW Consumables	11/10/2021		1. Unity Trust Bank		MW Tools and supplies	Ernest Doe & Sons Ltd	S	938.04	187.62	1,125.66
276	Community Safety Reserve	11/10/2021		1. Unity Trust Bank		Specials Posters	Green Square Comms	S	650.00	130.00	780.00
279	External Audit Fees	11/10/2021		1. Unity Trust Bank		Audit fees	PKF Littlejohn LLP	S	600.00	120.00	720.00
282	Tree maintenance	11/10/2021		1. Unity Trust Bank		Tree Maintenance	TWH Tree Services Limited	X	550.00		550.00
288	s137/1972	13/10/2021		1. Unity Trust Bank		Community Grant	Colchester Fitness Centre	X	500.00		500.00
291	Workshop/store	20/10/2021		1. Unity Trust Bank		Shed Roller Shutter	Hollington Doors	S	1,990.00	398.00	2,388.00
294	Capital repayments	04/11/2021		2. Barclays Main C/A	Direct Debit	Loan repayment	PWLB	X	8,000.00		8,000.00
295	Interest payments	04/11/2021		2. Barclays Main C/A	Direct Debit	Loan interest	PWLB	X	3,204.00		3,204.00
312	Accounting software fees	04/11/2021		1. Unity Trust Bank		Accounting Software Licence	Scribe Accounts	S	648.00	129.60	777.60

Stanway Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
335	22/11/2021		1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
344	04/12/2021		1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
368	04/12/2021		1. Unity Trust Bank		Grant	Ability using Sport	X	500.00		500.00
369	04/12/2021		1. Unity Trust Bank		Bus shelter repairs	Colne Contracts Ltd	S	2,180.00	436.00	2,616.00
378	04/12/2021		1. Unity Trust Bank		Street Lighting electricity	Colchester BC	S	1,225.04	245.01	1,470.05
390	04/01/2022		1. Unity Trust Bank		New bus shelter	The Shed Man	S	2,640.00	528.00	3,168.00
423	06/01/2022		1. Unity Trust Bank		New bus shelter	The Shed Man	S	500.00	100.00	600.00
430	17/01/2022		1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
441	01/02/2022		1. Unity Trust Bank		Street Lighting electricity	Colchester BC	S	1,263.94	252.79	1,516.73
467	08/02/2022		1. Unity Trust Bank		MW Locum	M Basham	X	576.00		576.00
475	10/02/2022		1. Unity Trust Bank		Workshop	Dines Agri Services	X	650.00		650.00
478	15/02/2022		1. Unity Trust Bank		Streetlight replacement	A&J Lighting Solutions Ltd	S	738.45	147.69	886.14
485	24/02/2022		1. Unity Trust Bank		Tree Maintenance	TWH Tree Services Limited	X	900.00		900.00
491	01/03/2022		1. Unity Trust Bank		Litter bins	TBS Hygiene Ltd	S	641.50	128.30	769.80
516	15/02/2022		1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
528	08/03/2022		1. Unity Trust Bank		Tree Maintenance	TWH Tree Services Limited	X	800.00		800.00
535	14/03/2022		1. Unity Trust Bank		Legal advice	Ellisons Solicitors	X	1,250.00		1,250.00
538	23/03/2022		1. Unity Trust Bank		Fitness sessions	Our Parks Ltd	S	900.00	180.00	1,080.00
542	29/03/2022		1. Unity Trust Bank		Street Lighting electricity	Colchester BC	S	1,241.39	248.28	1,489.67
548	15/03/2022		1. Unity Trust Bank		Grounds Maintenance	Dines Agri Services	X	500.00		500.00
562	31/03/2022		1. Unity Trust Bank	Standing Order	Grounds Maintenance	Dines Agri Services	X	500.00		500.00
Total								103,928.27	12,656.32	116,584.59

Stanway Parish Council
Annual Return

Accounts for Year from 01/04/2021 to 31/03/2022

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	123578	195200
2	Annual precept	270000	270146
3	Total other receipts	10226	28714
4	Staff Costs	86424	121443
5	Loan interest/capital repayments	23298	22586
6	Total other payments	98882	117779
7	Balances carried forward	195200	232251
8	Total Cash and Short Term Investments	179046	214525
9	Total Fixed Assets and Long Term Investments	140794	172445
10	Total Borrowings	152000	136000

Stanway Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2022		
	Cash in Hand 01/04/2022		214,329.77
	ADD		
	Receipts 01/04/2022 - 30/04/2022		149,026.50
			363,356.27
	SUBTRACT		
	Payments 01/04/2022 - 30/04/2022		14,719.01
A	Cash in Hand 30/04/2022 (per Cash Book)		348,637.26
	Cash in hand per Bank Statements		
	Cash	04/04/2022	0.00
	5. Nationwide 419-95	01/04/2021	31,054.86
	4. Nationwide 427-45	01/04/2021	31,027.43
	1. Unity Trust Bank	30/04/2022	203,508.66
	3. Barclays Premium Savings A/C	18/03/2022	66,149.20
	2. Barclays Main C/A	18/03/2022	20,392.80
			352,132.95
	Less unrepresented payments		3,645.99
			348,486.96
	Plus unrepresented receipts		
B	Adjusted Bank Balance		348,486.96
	Error A does NOT equal B		
	ERROR IS	£150.30	

The 'error' arose from two transactions, for which supporting paperwork was not received at the time of the reconciliation.

Stanway Parish Council
SUMMARY OF VAT POSITION

Actual to date	
Brought Forward	£16,154.48
Receipts	<u>£16,145.64</u>
Sub Total	-£8.84
Payments	£17,912.79
Bal. carry/fwd.	-£17,921.63